

# **BPA Human Resources Desk Reference**

## **Employee Development and Training**

**HR Desk Reference: 410-04-02**

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# 1. Purpose & Background

This HR Desk Reference implements the BPA HR Directive 410-04: Employee Development and Training.

## A. Introduction

1. **HR Governance Model:** This HR Desk Reference is part of a tiered approach to BPA's Human Resources governance model. The first tier is the BPA Human Resources Policy, which provides broad BPA-wide guidelines and standards for making specific human resources-related decisions and specifies who in BPA is delegated the authority to make them.

The second tier consists of HR Desk References covering more detailed instructions concerning program administration and processes. These second tier documents will be authorized in the related HR Desk References section of the BPA HR Directive when they are published as an extension of a specific HR directive.

The third tier consists of Standard Operating Procedures applicable to a specific business process. Standard Operating Procedures may stand alone or be encompassed in an HR Desk Reference. Note that SOPs are internal group documents and do not impact working conditions or negotiated BPA HR Directives or HR Desk Reference guides.

2. **Design of the HR Desk Reference:** In order to support the overarching guidance contained in the relevant HR Policy, this HR Desk Reference provides a standardized and consistent approach to HCM's and BPA Management's administration of the programs and processes contained in this HR Desk Reference.
3. **Using the HR Desk Reference:** Recorded information is an integral part of all business functions at BPA and as such, is an asset of the agency that is handled and managed based upon content and the circumstances surrounding the function. Users of this HR Desk Reference are likely to reference a specific function or procedure rather than reading it in its entirety and it is therefore structured to reflect this type of use.

- B. This HR Desk Reference is published to ensure BPA has a compliant and structured program that supports BPA's strategic objectives and is maintained through standardized, consistent processes. BPA must demonstrate that expenditure of funds is legal and appropriate, and approval decisions and expenditure of these funds are defensible when authorizing this expenditure. BPA must be able to reconstruct actions as required for proper program management, evaluation, and audit.

The Handbook reflects the regulation's intent to make training opportunities available across the workforce (regular Federal and student employees) following merit system principles. The Handbook is designed to assist managers, supervisors and human

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resources professionals to correctly and effectively administer employee training and development.

## 2. Applicability

BPA funds both technical and non-technical training. BPA pays only for training and development activities that support BPA mission and business objectives. Training must improve an employee's ability to perform his or her job, enable an employee's ability to perform needed or potentially needed duties outside the current position description, or meet other organizational needs as identified in the Talent Management Strategy. Training and development can also be provided to address an individual's skills obsolescence in the current position and/or training and development to prepare an individual for a different occupation, in the same agency, in another Government agency, or in the private sector.

Employees attending any training costing more than \$8,000 (including travel but excluding wages or salary) are subject to a Continued Service Agreement (CSA).

The Employee Training and Development Program covers training other than academic degree training, which is covered in the Academic Degree Training Program Handbook. BPA will not pay fees for professional certifications or licensure unless specified by collective bargaining agreement or authorized via a separate published BPA HR Directive or federal statute. BPA may provide services, training or retraining to assist displaced and surplus employees under BPA's Career Transition Assistance Plan (CTAP).

In keeping with BPA's core mission value on trustworthy stewardship, managers and employees should therefore commit to attend any registered training event providing they registered themselves into the training.

## 3. Terms & Definitions

- A. **Certification:** See BPA HR Directive 410-10: Professional Liability Insurance, Memberships, and Professional Credentials for definition.
- B. **Competency:** A competency is a measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual needs to perform work roles or occupational functions successfully. Competencies specify the "how" of performing job tasks, or what the person needs to do the job successfully. Competencies are used for:
  - 1. Assessing and selecting candidates for a job;
  - 2. Assessing and managing employee performance;
  - 3. Workforce planning; and
  - 4. Employee training and development.

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- C. **Continued Service Agreement (CSA):** See BPA HR Directive 410-04: Employee Development and Training for definition.
- D. **External Training:** Training provided by an outside vendor that requires enrollment through that vendor. Human Resources Management Information System (HRmis) entry is for tracking purposes only.
- E. **Internal Training:** Training that is typically onsite and is coordinated through the BPA Training Office (NHT). Registration is through HRmis only.
- F. **Mandatory Training:** Training the supervisor or manager requires the employee to complete because the knowledge, skills, or competencies gained are necessary for the employee to successfully perform the job (different from required training).
- G. **No Show:** An attendee is considered a “No Show” for a course when cancellation processes are not followed prior to a class, there was not a warranted emergency to excuse the absence, or if the employee fails to sign the roster or other method of attendance verification. The trainer will remind the employees at the end of the course.
- H. **Performance Planning and Review Document(s):** A written plan identifying competency gaps and training or development activities needed to close those gaps. Employees and managers jointly develop these documents.
- I. **Required Training:** Training BPA and/or DOE requires for all employees or for a specific group or groups.
- J. **Talent Management Strategy:** A long-range strategic plan to ensure BPA’s workforce talent can continue to deliver on its mission while meeting challenges posed by a dynamic energy industry, changing stakeholder needs, and emerging technologies.
- K. **Tier II Organization:** An organization designated by a two-letter code, such as NS or NT.
- L. **Trainee:** The person attending a training class.
- M. **Training:** A planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals. For the purposes of this HR Desk Reference, training excludes academic degree training, which is covered in HR Desk Reference 410-04-01: Academic Degree Training Program .
- N. **Technical Training:** Provides the knowledge, skills, and competencies required to perform assigned duties and responsibilities.
- O. **Non-technical Training** addresses:
  - 1. Interpersonal skills needed to provide services, work with, and/or manage others;
  - 2. Behaviors expected of employees in the workplace; or
  - 3. Workplace health, safety, security, or other organizational performance issues.

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## P. Acronyms

<b>CFR</b>	Code of Federal Regulations
<b>CSA</b>	Continued Service Agreement
<b>GS</b>	General Schedule
<b>HCM</b>	Human Capital Management
<b>HRD</b>	Human Resources Director or Human Resource Directive
<b>HRmis</b>	Human Resources Management Information System
<b>IDP</b>	Individual Development Plan
<b>OPM</b>	Office of Personnel Management

## 4. Responsibilities

### A. BPA Managers and Supervisors:

1. Maintain current position descriptions and use them to develop performance and review documents.
2. Work with employees to develop performance plan and identify and document development needs.
3. Communicate procedures for scheduling mandatory training to employees.
4. Ensure performance plan and review documents, including identified training needs, align to agency strategic objectives and relate to the employee's current or anticipated job duties.
5. Have ongoing conversations with employees regarding progress towards training and development goals.
6. Approve or deny external training requests at least two weeks before the start date to allow HCM sufficient time to complete the registration process.
7. When required, obtain employee's signature on the CSA and send to HCM. If the employee is promoted or reassigned, ensures the new manager is aware of the CSA.
8. Support employee in attending scheduled, approved training.

### B. BPA Human Resources Director or delegate:

1. Develops and maintains training or development programs that:

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- a) Identify mission-critical occupations and competencies;
  - b) Identify workforce competency gaps;
  - c) Develop strategies for closing gaps; and
  - d) Assess periodically, but not less than annually, the overall BPA training and development program to ensure alignment with the Talent Management Strategy and workforce planning objectives.
2. With subject matter experts or outside consultants, develops or provides training courses;
  3. Maintains training and development history information;
  4. Reports annually to the Department of Energy (DOE), as required; and
  5. Maintains records of CSAs and notifies Payroll of any amounts due upon the employee's separation from BPA.

**C. Employee:**

1. Initiates a development plan and monitors progress. Initiates discussion regarding training and development needs and requests training to meet development goals;
2. Works with manager to develop and maintain performance planning and review documents and uses initiative to accomplish performance plan objectives;
3. Schedules BPA required training in accordance with any procedures required by the immediate manager or supervisor and ensures completion prior to BPA deadline;
4. Submits external training requests to the supervisor or manager at least three weeks before the start date. If approved, registers in HRmis at least two weeks before the start date to allow sufficient time for Human Capital Management (HCM) to complete registration;
5. Reviews and signs a CSA, if required;
6. If unable to attend training, follows the notification requirements in accordance with BPA HR Directive 410-04: Employee Development and Training;
7. Makes travel arrangements, if travel is required, after receiving training course confirmation from vendor;
8. If employee chooses, he/she works with Manager to develop performance plan and monitors progress. If employee chooses, he/she works with Manager regarding his/her own training and development needs and requests training to meet development goals;
9. For external training, enters travel cost information and confirms attendance within 21 days in HRmis;

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10. In addition, the employee shares with their agency the responsibility to identify training needed to improve individual and organizational performance and identify methods to meet those needs, effectively and efficiently

## 5. Program Administration Requirements and Guidance

BPA pays only for required training, mandatory training, and training and development activities that support BPA mission and business objectives. Training must improve an employee's ability to perform his or her job, enable an employee's ability to perform needed or potentially needed duties outside the current position description, or meet other organizational needs as identified in the Talent Management Strategy.

BPA may fund both technical and non-technical training.

- A. **Certifications and licenses:** BPA will not pay fees for professional certifications or licenses unless specified by collective bargaining agreements or as authorized in BPA HR Directive 410-10: Professional Liability, Memberships, and Professional Credentials.
- B. **Content:** BPA will not pay for training involving content prohibited by law. Employees may contact HR Help for information about the content and methods used in any internal training.
- C. **Costs:**
  1. Training programs and courses funded by HCM are published annually in the BPA Annual Training Plan. If an employee is a No Show for a class that has a vendor cost associated and the seat is unable to be filled, HCM will charge the attendee's organization the per person cost.
  2. For non-mandatory/required training, the manager may determine based on budget to pay for a portion of the cost of training.
  3. Expenses covered for training include:
    - a) Tuition and matriculation fees;
    - b) Library and laboratory services; and
    - c) Purchase or rental of books, materials, and supplies.
- D. **Pay:**
  1. **Time spent in training:**
    - a) BPA pays employees for hours spent in training during their regularly scheduled workday.
    - b) Employees attending offsite training less than the regularly schedule workday must return to the duty station after completing training if returning is practical

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when considering travel time. If not practical, e.g., training ends 30 minutes early and the employee is 30 minutes away, the employee will receive pay for the regular workday. If teleworking is an option, the employee should telework to complete their workday scheduled hours.

- c) Managers may adjust an employee's work schedule so the employee can attend scheduled training on what would otherwise be non-workdays. See BPA HR Directive 410-06: Employee Leave, Work Schedules, and Telework for more on work schedules.
  - d) Special provisions concerning pay for hours in training apply to training for academic degrees. See HR Desk Reference 410-04-01: Academic Degree Training Program.
  - e) BPA will generally not pay premium pay (including overtime) for time spent in training unless criteria met under Fair Labor Standards Act or applicable Collective Bargaining Agreements.
2. **Travel:** BPA pays for official training-related travel on the same basis as official travel and per diem for any other purpose. Follow regular travel policies and processes. See the Travel Manual for further information.
- E. **Continued Service Agreements:** This excludes CSAs for the academic degree training program. See HR Desk Reference 410-04-02: Academic Degree Training Program.
1. **Requirements:**
- a) BPA requires a CSA for electrical apprenticeships.
  - b) BPA requires a CSA for training costing \$8000 or more *except* training under a Performance Improvement Plan or mandatory training required by the supervisor.
  - c) For the purpose of this HR Desk Reference, the cost of training includes registration fees and travel costs but not salary or wages.
  - d) The employee, the approving official(s), and HCM must sign the CSA before the employee begins training. Failure to sign will forfeit the training opportunity and may impact the employee's status if employment depends on completing the training.
  - e) The service commitment starts when the employee completes the training.
- F. **Service commitment:**
- 1. **Electrical apprenticeship:** The service commitment is 365 days from completion of the apprenticeship program.
  - 2. **Other training:** The service commitment for other training costing \$8000 or more is three times the training credit hours or the time listed below, *whichever is greater:*

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<b>Training Cost (including travel, excluding salary)</b>	<b>Service Commitment</b>
\$8,000 - \$15,000	12 months
\$15,001 - \$25,000	18 months
\$25,001 - \$35,000	24 months
Great than \$35,000	30 months

3. **Impact of non-pay status:** If an employee is in non-pay status 30 days or longer, BPA will extend the service commitment by the total amount of time spent in non-pay status. There are two exceptions where time spent in non-pay status will count on a day-for-day basis towards the completion of the service commitment upon the employee's restoration to the duty at BPA in accordance with 5 CFR Part 353:

- a) Employees receiving compensation from the Office of Workers' Compensation Programs (OWCP) for on-the-job injury or illness; or
- b) Employees serving in the uniformed services.

4. **Failure to complete service commitment (voluntary or involuntary):**

If employee separates from BPA prior to completing the service commitment, the employee may be liable for all or a pro-rated amount of the CSA depending on the separating reason.

Employees who leave BPA to accept employment with an international organization in which the United States is a member may request a waiver to the amount owed. The Treasury Manager will determine whether the waiver is in the best interest of BPA and the United States.

<b>Separation Reason</b>	<b>Impact on CSA</b>
Assignment Ends (term appointment, non-conversion at the end of student program)	No CSA amount owed
Death	No CSA amount owed
Reduction in force	No CSA amount owed

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Separation Reason	Impact on CSA
Removal (conduct or performance)	No CSA amount owed
Resignation (including VSIP)	CSA amount owed
Retirement (including VERA)	CSA amount owed
Retirement (disability only)	No CSA amount owed
Separation due to loss of student status (pathways program)	CSA amount owed
Transfer (to international organization of which United States is a member)	CSA owed; employee may request waiver
Transfer (within federal government but outside of DOE)	CSA amount owed
Transfer (within DOE)	CSA will transfer to new position

## 5. Calculating amounts owed for failure to complete service commitment:

### a) Electrical Apprenticeships:

For employees who voluntarily separate from BPA before completing the service commitment, the following rules apply:

- i) The financial liability amount is based on salary upon graduation from the apprenticeship program. The amount of financial liability for future-year incoming apprentice classes is adjusted each year by the percentage increase given to the Columbia Power Trades Council (CPTC) employees as a general wage adjustment, with the result rounded off to the nearest thousand-dollar increment. (Note: The amount of financial liability is adjusted for apprentices who enter an electrical apprenticeship program above the step 1 level to proportionately reflect the reduced amount of classroom training hours received in order to complete the apprenticeship program.)
- ii) Upon graduation, an employee's financial liability is reduced proportionately for each day of service (in any position) with BPA.

### b) Other training:

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- i) Employees who leave BPA/Department of Energy after completing training, but before completing the service commitment will owe a pro-rated amount.

Total training cost	\$
	÷
Total calendar days in service commitment	days
	=
Daily amount	\$
	x
Calendar days left in service commitment	days
	=
Amount owed	\$

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**6. Calculating amounts owed for failure to complete training:**

**a) Electrical Apprenticeship:**

Employees who voluntarily leave the apprenticeship program prior to graduation will owe a pre-rated amount of the liability required upon graduation as described below.

<b>Employee leaves</b>	<b>Liability</b>
As a Step 1-2 Apprentice	No liability
As a Step 3 Apprentice	One-sixth of liability amount required upon graduation
As a Step 4 Apprentice	One-third of liability amount required upon graduation
As a Step 5 Apprentice	One-half of liability amount required upon graduation
As a Step 6 Apprentice	Two-thirds of liability amount required upon graduation
As a Step 7-8 Apprentice	Five-sixths of liability amount required upon graduation

**b) Other training:** Employees who voluntarily leave BPA/Department of Energy before completing training that requires a CSA will owe the full cost of training.

**7. Collection and waiver:**

The BPA Treasury Manager may waive repayment in whole or in part when, in his/her judgment, collection would be against equity and good conscience or not in the best interest of the United States.

If an employee fails to reimburse BPA for the amount owed, BPA may collect the amount owed using any means allowed by law. If the employee fails to repay the amount within 30 days of separation, the repayment is subject to interest and late charges.

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## 6. Processes & Procedures

### A. Individual employee development process:

1. Annually or when a position changes, identify strengths and development needs for the employee.
2. Employee partners with manager to create an individual development plan (IDP). Employees are encouraged to develop a draft for discussion with their manager. Use BPA Form 3410.19e (IDP Form). Following discussion, the manager finalizes the IDP.
3. The manager and employee discuss methods of implementation and tracking, e.g., determining how the development tasks will be implemented, what resources are needed, etc., and the relationship of action items to other work assignments. The manager decides upon such methods in collaboration with the employee.
4. The manager, in collaboration with the employee, specifies the time frame for follow-up reviews of progress and makes adjustments accordingly.

### B. Procuring a vendor to provide training:

The Learning & Development Training Self Service team can use a Pcard to purchase commercial, off-the-shelf training, no matter what the cost is. “Commercial, off-the-shelf” is defined as training that requires no design, development, or customization to meet BPA’s needs. It is purchased and delivered as is.

If purchased training requires customization, work with your COTR to get a contract in place following the contracting process.

Follow these steps to work with the Training Self Service team to purchase vendor off-the-shelf training:

1. If cost of the training is greater than \$5,000, a best buy justification must be prepared;
2. If cost of the training is greater than \$10,000, competition must occur following the Bonneville Purchasing Instructions (BPI) competition policy;
3. Prepare a written agreement, i.e., statement of work, that identifies what training is to be purchased, dates, cost, and what is included;
4. Submit written agreement, best buy justification (if applicable), and competition documentation (if applicable) to [HCMtraining@bpa.gov](mailto:HCMtraining@bpa.gov); and
5. The Training Self Service representative contacts you to proceed with procurement of the training.

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## 7. Performance & Monitoring

Describe any established metrics, standards, and/or reporting requirements. Metrics and standards will be aligned to the Department of Energy's Human Capital Strategic Plan. A standard describes the critical human capital management outcomes. Metrics are baseline measures against which progress (including compliance with rules and regulations) can be assessed. The numbering below is *flexible*; use as applicable.

### A. Metrics:

#### 1. External training requests:

- a) Non-conference registered within 5 business days after manager approval received
- b) Conference type items are registered as soon as approved through DOE iPortal Conference process.

#### 2. Internal training requests: Courses are catalogued within 48 hours of internal training request received.

### B. Reporting:

#### 1. Conferences:

- a) Report total costs for BPA attendance to DOE conferences annually by mid-December; and
- b) Report recurring conferences semi-annually to DOE that annually are over \$100,000.

#### 2. Required training:

- a) Mid-quarter completion report to executives; and
- b) Other
  - i) Weekly contractor full time equivalency (CFTE) Training Dollars Spent Report to DOE
  - ii) End of Fiscal Year Training Plan Summary Report

#### 3. Records:

##### a) DOE Online Learning Center:

- i) Required training completed in OLC is downloaded weekly during the quarter in which it is due:
- ii) Approved diversity courses completed in OLC are downloaded once a month: and
- iii) All other completed OLC courses are downloaded for the following:

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- a. Coursework related to a Performance Improvement Plan (PIP); and
- b. Coursework mandated by manager.

**4. Training attendance:**

- a) Non-academic course credit is based on scheduled hours of instruction.
- b) An employee must generally attend the entire course to receive credit for completion. The training instructor can make exceptions on a case by case basis.
- c) Pre-determined credit hours for a completed course are given even if the actual instruction time is less than scheduled.
- d) If an employee only attends part of a course and cannot be granted full credit per instructor decision, the status for attendance is marked “incomplete” in HRmis.
- e) If an employee does not show for a class and did not cancel at least 5 days prior, the status for attendance is marked “No Show” in HRmis.

Each agency shall establish a Schedule of Records for information required to be maintained by the agency and in accordance with regulations promulgated by the National Archives and Records Administration (NARA).

## **8. Contacts**

- A. For information on Leadership Development Programs, contact the Supervisor Leadership Development Programs, Learning & Development, HCM.
- B. For information on Employee Development Programs, contact the Supervisor Employee Development, Learning & Development, HCM.
- C. For information on training registrations, contact the Supervisor Employee Development, Learning & Development, HCM.
- D. For information on diversity programs, contact the Diversity Program Manager, Learning & Development, HCM.

## **9. Authorities & References**

- A. BPA HR Directive 410-04: Employee Development and Training
- B. BPA HR Directive 410-06: Employee Leave, Work Schedules, and Telework
- C. BPA HR Directive 410-10: Professional Liability Insurance, Memberships, and Professional Credentials
- D. 5 U.S.C., Chapter 41, Training
- E. 5 U.S.C. 2301, Merit System Principles

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- F. 5 U.S.C., Chapter 5514
- G. 5 CFR, Part 410, Training
- H. 5 CFR, Part 550 subpart K (550.1110)
- I. Section 625 of the Treasury and General Government Appropriations Act of 2000
- J. Equal Employment Opportunity Notice N-915.022
- K. Public Law 104-146 (Section 9 of the Ryan White CARE Amendment Act of 1996)
- L. Executive Order 13111, Using Technology to Improve Training Opportunities for Federal Government Employees
- M. DOE Order 360.1C, Dated 7/6/2011

## 10. Revision History

Version Number	Issue Date	Brief Description of Change or Review
1.0	4/18/2016	First published version

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# Appendix A: Non-Apprenticeship: Learning & Development

## Continued Service Agreement: Non-Apprenticeship: Learning & Development

This continued service agreement is an agreement between the Bonneville Power Administration (BPA) and/or successor organizations and the employee (referred to as “I” or “me”).

I, (insert name), have read and understand this continued service agreement (CSA) and the provisions of the Employee Development and Training Desk Reference that describes continued service agreements (CSAs) for training.

### Length of Service

1. I agree that upon completion of my BPA sponsored training (insert training title and date here) I will complete at BPA a period of post-training service equal to (insert service commitment here in months and years). See Chart on page 8. Minimum is 1 year. The service commitment starts on (date) and terminates on (date).
  - a. I agree that the total potential liability for the service commitment is \$ (insert training cost).
  - b. This amount has a daily value of \$ (insert amount).
2. I agree that I must complete my service commitment with BPA or other DOE departmental element.

### Reimbursement

3. I agree that if I voluntarily leave BPA/Department of Energy before successfully completing the training program I am liable to BPA for the full amount of the cost of the training I received, payable within 30 days of my separation from BPA.
4. I agree that if I voluntarily leave BPA/Department of Energy, including to enter the service of another Federal agency, after completing the training program described and prior to completing my service commitment I am liable to BPA for the value of any service days not completed. The total potential liability amount will be reduced by the daily value identified in 2.b. for each day I was a BPA employee after completing the training program.

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5. I agree that any amount that may be due BPA, as a result of failure on my part to meet the terms of this continued service agreement (CSA) will be repaid to BPA and may be withheld from any monies owed to me by BPA or may be recovered by other methods as allowed by law.
6. If I am determined to be indebted to BPA, I have the right to file a request for a waiver of any indebtedness that I may have to BPA under this service agreement based on a demonstration by me that BPA's recovery of such indebtedness, in whole or in part, would be against equity and good conscience or against the public interest. The filing of such a waiver request will not stay the operation of BPA's debt collection procedures. I must file the request with my immediate supervisor.

#### **Amendments**

7. BPA, will unilaterally amend this agreement for the following reasons:
  - a. As required by applicable laws or regulations;
  - b. To extend the service commitment resulting from periods of leave without pay (LWOP) as described in PL 410-01 or other periods during which I am not in a pay status (exception: absence due to uniformed service or compensable injury is creditable towards the service commitment);
  - c. To establish a different service commitment resulting from modifying my training assignment.

#### **Other**

8. I acknowledge that this agreement does not in any way commit BPA to continue my employment.

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**This Service Agreement is not valid unless signed by all parties**

I agree to the terms and conditions identified in this Agreement:

Employee Name (Print)	Signature	Date

By my signature below I certify that I have delegated authority to enter into the Agreement on behalf of BPA:

Supervisor or Manager Name (Print)	Signature	Date

By my signature below I certify that I have delegated authority to enter into the Agreement on behalf of BPA:

Approving Official Name (Print)*	Signature	Date

\* Second level of approval required for training costing three times the annual per capita training budget or more unless the supervisor or manager is a vice president or Tier II manager in organizations without a vice president. Cost calculation includes travel but not salary.

By my signature below I certify that I have reviewed this Continued Service Agreement (CSA) and verify it meets the terms and conditions of the Employee Development and Training Desk Reference.:

HCM Authorized Employee Name(Print)	Signature	Date

<b>Organization</b> Integrated Strategy (NHI)		<b>Title</b> Employee Development and Training		<b>Unique ID</b> 410-04-02	
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## Appendix B: Apprenticeship: Learning & Development

### Continued Service Agreement: Apprenticeship: Learning & Development

This continued service agreement is an agreement between the Bonneville Power Administration (BPA) and/or successor organizations and the employee (referred to as “I” or “me”).

I, (insert name), have read and understand this continued service agreement and the provisions of the Employee Development and Training Desk Reference that describes continued service agreements (CSAs) for training.

#### Length of Service

1. I agree that upon completion of my BPA sponsored apprenticeship training I will complete at BPA a period of post-training service equal to one year or 365 days.
  - a. I agree that the total potential liability for the service commitment is \$ (insert training cost).
  - b. This amount has a daily value of \$ (insert amount).
2. I agree that I must complete my service commitment with BPA or other DOE departmental element.

#### Reimbursement

3. I agree that if I voluntarily leave BPA/Department of Energy before successfully completing the apprenticeship program I am liable to BPA for a portion of the full amount of the cost of the training I received as described below, payable within 30 days of my separation from BPA.

Employee leaves	Liability
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As a Step 1-2 Apprentice	\$0
As a Step 3 Apprentice	<i>(1/6 x the amount in 2b)</i>
As a Step 4 Apprentice	<i>(2/3 x the amount in 2b)</i>
As a Step 5 Apprentice	<i>(1/2 x the amount in 2b)</i>
As a Step 6 Apprentice	<i>(2/3 x the amount in 2b)</i>
As a Step 7-8 Apprentice	<i>(5/6 x the amount in 2b)</i>

4. I agree that if I voluntarily leave BPA/Department of Energy, including to work for another federal Agency, after completing the training program described and prior to completing my service commitment I am liable to BPA for the value of any service days not completed within 30 days of my separation. The total potential liability amount will be reduced by the daily value identified in 1.b. for each day I was a BPA employee after my completion of the training program.
  
5. I agree that any amount that may be due BPA as a result of failure on my part to meet the terms of this continued service agreement will be repaid to BPA and may be withheld from any monies owed to me by BPA or may be recovered by other methods as allowed by law.
  
6. If I am determined to be indebted to BPA, I have the right to file a request for a waiver of any indebtedness that I may have to BPA under this service agreement based on a demonstration by me that BPA's recovery of such indebtedness, in whole or in part, would be against equity and good conscience or against the public interest. The filing of such a waiver request will not stay the operation of BPA's debt collection procedures. I must file the request with my immediate supervisor.

### Amendments

7. BPA will unilaterally amend this agreement for the following reasons:

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<b>Author</b> HCM		<b>Approved by</b> CAO		<b>Date</b> 4/18/2016	
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- a. As required by applicable laws or regulations;
- b. To extend the service commitment resulting from periods of leave without pay (LWOP) or other periods during which I am not in a pay status (exception: absence due to uniformed service or compensable injury is creditable towards the service commitment).

**Other**

- 8. I acknowledge that this agreement does not in any way commit BPA to continue my employment.

<b>Organization</b> Integrated Strategy (NHI)		<b>Title</b> Employee Development and Training		<b>Unique ID</b> 410-04-02	
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<b>Apprenticeship start date</b>	
<b>Apprenticeship anticipated graduation date</b>	

*This Service Agreement is not valid unless signed by all parties:*

I agree to the terms and conditions identified in this Agreement:

<b>Employee Name (Print)</b>	<b>Signature</b>	<b>Date</b>

By my signature below I certify that I have delegated authority to enter into the Agreement on behalf of BPA:

<b>Supervisor or Manager Name (Print)</b>	<b>Signature</b>	<b>Date</b>

By my signature below I certify that I have reviewed this Continued Service Agreement (CSA) and verify it meets the terms and conditions the Employee Development and Training Desk Reference:

<b>HCM Authorized Employee Name (Print)</b>	<b>Signature</b>	<b>Date</b>

<b>Organization</b> Integrated Strategy (NHI)	<b>Title</b> Employee Development and Training	<b>Unique ID</b> 410-04-02
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